

STATE OF MISSOURI  
INFORMATION TECHNOLOGY ADVISORY BOARD  
MEETING MINUTES  
JULY 26, 2000

ATTENDEES:	Bill Perkins, Chair	Monica Armstrong	Steve Adams
	Dennis Bax	Mike Benzen	Karen Boeger
	Christy Clark	Carolyn Cook	Lew Davison
	Jeff Falter	Jan Grecian	Cliff Gronauer
	Rhonda Haake	Russell Helm	Gina Hodge
	Paul Peterson	Rex Peterson	Richard Pierce
	Cathy Reinkemeyer	Cindy Renick	Tom Robbins
	Jim Roggero	Betty Rottmann	Jim Schutt
	Larry Seneker	Don Slinkard	Joe Stevenson
	Tom Stokes	Eric Van Alstine	Mike Wankum
	Ron Welschmeyer	Tony Wening	Chris Wilkerson
	Mary Willingham	Lanny Wingate	

Bill Perkins opened the meeting at 8:30 a.m. He introduced Monica Armstrong from the Office of Administration, Division of Purchasing. Monica informed the group that Houston Associates, Inc. would be presenting at the August 3<sup>rd</sup> Thursday @ 10 meeting. She encouraged everyone to attend if possible. They specialize in systems engineering, telecommunications and network management. She distributed information on this company.

PRESENTATIONS

1. Architectural Presentation

This presentation was deferred to a later meeting.

2. MOBIUS Presentation

This presentation was deferred to a later meeting.

ACTION ITEMS

1. Approval of the June 28, 2000, Information Technology Advisory Board Meeting Minutes

Bill asked if there were any changes, additions or deletions to the minutes of the last meeting; there were none. The minutes of the last meeting stand approved as written.

GENERAL BUSINESS

1. CIO Update

Mike Benzen reported that the first group participating in the CIT degree completion program through William Jewell had completed their classes and would be graduating. The second group will finish in six to eight weeks, the next in February and another will follow four months later. This program was designed for the individuals who already had around 50 hours of college credits. The program was created by the coalition that was formed by state agencies, colleges, universities and businesses to address the IT labor shortage. The majority of the individuals are already state employees.

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2. E-Government Committee Update

Mike Benzen reported that the E-Commerce plan is progressing well. Another meeting is scheduled for this afternoon. A draft will be shared with this group prior to finalizing it. The plan is expected to be completed around August 15<sup>th</sup>. The Budget Office is very interested in the findings of this project.

3. Performance Measures Update

Jim Roggero reported that this committee met on July 19<sup>th</sup>. The committee revised their charter, which was distributed to the group for review. The updated charter was approved unanimously by the ITAB members. Jim stated the committee also reviewed the PAQ process and discussed development of a recommendation on the metric process.

4. Project Management Update

Bill Perkins requested the ITAB's approval of the following members of the Project Management Review Committee: Jill Hansen, Ron Welschmeyer, Jim Roggero, Bill Perkins and Tom Stokes. The members of the committee were approved. Tom Stokes will be the representative from the OIT office. Two of the committee members will serve for one year; two will serve for two years. Tom Stokes stated a meeting has been held with the Budget Office regarding the Project Management policies and another is scheduled around the first of August to develop a communication plan for the business community. Two additional PAQ presentations have been scheduled for July 31<sup>st</sup> from 1:00 p.m. to 4:00 p.m. and August 15<sup>th</sup>, from 2:00 p.m. to 5:00 p.m. Both meetings are to be held in Room 400 of the Truman Building. If anyone is interested in attending, they should contact Tom Stokes. Paul Wright from DESE has developed a program in Access for completing the PAQ form. Betty Rottmann will ask Paul to speak to the Performance Measurements Committee regarding this program. The pre-bid proposal conference for Project Management was held and the proposals are due on August 8<sup>th</sup>.

5. SAM II Update

Jim Schutt stated the MOBIUS presentation was delayed until its use for SAM II is defined. He stated they are in the process of reorganizing the Phase I data warehouse. They plan to begin the process on August 20<sup>th</sup>. One purpose of the reorganization is to strengthen the reconciliation procedures and programs and ensure the data warehouse stays in sync with the online information. Another purpose is to ensure that all definitions of items match the state's definition on particular areas. There should be only minimal impact on the agencies. Data models will be distributed at the Data Warehouse User's Group meeting. Betty Rottmann has a softcopy of them if anyone needs them. Jim will provide a list of the technical liaisons to Bill for inclusion with the minutes of this meeting.

ACTION REQUIRED: Jim Schutt to send a list of the technical liaisons to Bill for inclusion in the minutes of this meeting.

6. SAM II Reporting Update

Betty Rottmann stated that they are in the process of training 66 power users. Post training meetings will be held to discuss feedback from the training sessions. She noted the training is very intense. The training is designed for agency unique reports and is not a tool training class. She stated that the group will meet

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monthly to share information and post it on the web. The group will have access to the test side within the next week or so. The SAM II team accelerated the development of the test side for this purpose.

7. Architectural Standards Update

Larry Seneker stated that since a big portion of the E-Government study relates to architecture, the presentation was postponed until August, so that the results of the study may be included.

8. Prime Vendor Update

Karen Boeger stated that those on ListServe will be receiving a notice of the GE restructure of its sales staff. They are shifting more towards having the agencies rely on CRC and the website for pricing information. They are still working to get the new bid ready. Mike Benzen stated that he had met with the Vice-President of GE. Due to the fact that they are no longer profiting from this contract, GE does not want to follow through with its contracted obligations with the current terms. He expects the service we receive to decline rapidly. Let Carl Medley know of any problems, but do not expect the same type of leverage as in the past. He does not anticipate any problems with ordering and delivery or with ExecuTrain, only with services.

9. Internet/MOREnet Update

Tony Wening stated that MOREnet is gearing up for distance learning for fall.

10. Internet Support and Service Update

Christy Clark stated that she would be working with SDC and MOREnet to ensure the networks were okay. She has also tentatively set up a Rate Structure Committee meeting for August 7<sup>th</sup>.

11. Statewide Purchasing Update

Larry Seneker distributed a copy of updated IT projects. He stated the CA bid closes on August 4<sup>th</sup>. The contract is being extended on a quarterly basis until a new contract is in place. After reviewing the list of projects that were submitted to the E-Government Committee, Bill stated they had determined it was in the best interests of the state to bid these projects out, even though it would not be required. Anyone with questions should direct them to Karen Boeger regarding the bidding process.

12. Personnel Committee Update

Jan Grecian reported that Jefferson City IT Coalition is expanding to include Lincoln University. The Classifications Committee is preparing to give their presentation to the ITAB next month.

13. MOTEC Update

Bill Perkins reported that the Committee is attempting to transition from a high fee basis to a tuition-based structure. The first transitional plan will be developed and presented to this group next spring. Jill Hanson assumed the MOTEC Steering Committee Chair duties this month. Jim Roggero was selected as the new Vice-chair. Tom Robbins reported that 3100 students attended 213 classes at MOTEC this fiscal year for a

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cost of \$400,000. The fill rate for the facility was 70 percent. In addition, the facility received a 95 percent approval rating by those attending classes.

14. Security Committee Update

Rex Peterson reported that most states appear to be standardizing on the National Institute Standards of Technology. The committee agreed these standards would also meet the needs of this group and have begun the process of reviewing the principles and modifying them based on our requirements. Larry Seneker distributed a copy of the proposed virus notification system. Larry reviewed the proposal, which does require the purchase of a pager in order to participate. The beepers are activated whenever a critical virus is detected and will display the appropriate number to call. A callback mechanism will be set up with a voice message detailing the virus and any necessary action to be taken. This process will be tested for approximately six months, after which the process will be re-evaluated. Larry will send an email to let everyone know if any current pagers will be acceptable. Anyone interested in participating should contact Larry. The cost for the pager is \$14.97 per month. An email message will be sent out on this subject.

ACTION REQUIRED: Agencies to notify Larry Seneker if they are interested in participating in the virus notification plan. Process will be reviewed again in six months to evaluate effectiveness.

REPORT OF PLANNED/ACTIVE BIDS

There were no reports of planned or active bids.

REVIEW OF ACTION ITEMS

1. Jim Schutt to send a list of the technical liaisons to Bill for inclusion in the minutes of this meeting.
2. Agencies to notify Larry Seneker if they are interested in participating in the virus notification plan. Process will be reviewed again in six months to evaluate effectiveness.

OPEN DISCUSSION

1. Bill Perkins distributed a list of proposed topics for the offsite meeting scheduled for October 4<sup>th</sup>. He noted that some individuals may be contacted to assist in facilitating some sessions. Any suggestions or changes should be forwarded to Bill.
2. Paul Peterson noted that GIS training notifications should be presented to ITAB prior to distribution.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **Wednesday, August 30, 2000**, at 8:30 a.m. in the Interpretive Center of the Kirkpatrick State Information Center.

BP/cc